



CITY OF ROCKVILLE
Department of Public Works
111 Maryland Avenue
Rockville, MD 20850
240-314-8500

**CONSTRUCTION OF A SINGLE FAMILY HOME (Infill, previously platted lots)
DPW Submittal Requirements**

- _____ 1. Forest and Tree Preservation Ordinance compliance. See City Forester (240-314-8710).
- _____ 2. Submit Site Plan to Department Of Public Works (240-314-8500) for review and approval. Follow the Site Plan Development Checklist for requirements.
- _____ 3. Stormwater Management Concept Application Form.
- _____ 4. Stormwater Management

A. Quantity Control per MDE 2000 Design Manual. Typically monetary contribution based on total impervious area:

- driveway
- area of house, including decks, patios, and porches, roof, sidewalks
- ½ of the width of the right of way along street frontage

Amount: \$52,000/impervious acre (rounded to the nearest 0.01 acre).

B. Quality Control per MDE 2000 Design Manual. May receive credit, if meet standards in the MDE manual. If on-site SWM is used to provide quality control, it must be designed by a PE and a SWM maintenance easement & agreement must be recorded in the Montgomery County Land Records. If monetary contribution is the approved method for quality control, the amount is \$12,000/impervious acre.

- _____ 5. Public Works Permit Application Form
- _____ 6. Bond for Work in the Public Right of Way

To include:

- water and sewer connections
- driveway apron, sidewalks, curb/gutter, street trees, sod
- protect existing ROW – (dumpster, protect curb, utilities, etc.)

Amount: Based on City Standard Prices

CONSTRUCTION OF A SINGLE FAMILY HOME

_____ 7. Public Works Fee

Amount: 8% x Public Works Bond – minimum \$200 and PW Application - \$175

_____ 8. Sediment Control Application Form

_____ 9. Sediment Control Bond

Amount: Varies

_____ 10. Sediment Control Fee (if less than 5,000 sq. ft. of disturbed area)

Amount: \$300.00

Developer has three options to secure work:

(All must be on City approved format and approved by the City Attorney)

1. Post Bond

2. Letter of Credit with Financial Institution

3. Cash

SITE PLAN DEVELOPMENT CHECKLIST



CITY OF ROCKVILLE
Department of Public Works
111 Maryland Avenue
Rockville, MD 20850
240-314-8500

Project Name: _____

Engineering Firm: _____

Property Address: _____

Phone No.: _____

Subdivision: _____

Contact Person: _____

Planning Permit No.: _____

CITY USE ONLY

	Submittal Date	City Review Dates & Initials
Public Works Permit No.: _____	_____	_____
Sediment Control Permit No.: _____	_____	_____
Stormwater Mgmt. Permit No.: _____	Design	Date
Forest Conservation (FTP) No.: _____	Acceptable	_____
Building Permit No.: _____	_____	_____

Legend:

- ☒ Complete
INC Incomplete/Incorrect
NA Not Applicable

This checklist has been developed to provide specific instructions to engineers. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Consultant shall review the entire check list, prior to first submittal, and check the box in the left-hand column ("Consultant's Initial Submission") to indicate compliance. Consultant must sign the last page.

TO THE ENGINEER

(1) CONTACT DPW TO OBTAIN PERMIT APPLICATIONS AND FEE REQUIREMENTS. SUBMIT APPLICATIONS AND FEES DIRECTLY TO DPW (240) 314-8500.

(2) CONTACT CITY FORESTER FOR FORESTRY/TREE ORDINANCE REQUIREMENTS (240) 314-8710.

Concurrently with the application for an SFD permit; submit two (2) copies of a site plan to the Dept. of Public Works for approval. The plan shall be signed and sealed by a Professional Engineer, Landscape Architect or Surveyor and shall contain the following minimum information:

SITE PLAN DEVELOPMENT CHECKLIST

Consultant's
Initial
Submission

Rockville's
Review

1st

2nd

TITLE BLOCK (containing)

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Owner's name, address, phone and deed reference. | _____ | _____ |
| <input type="checkbox"/> | Builder/developer's name, address and phone. | _____ | _____ |
| <input type="checkbox"/> | Surveyor, Engineer or Architects name, address, phone, seal and signature. | _____ | _____ |
| <input type="checkbox"/> | Subdivision, Tax Map, Block, Parcel, Lot Number if applicable. | _____ | _____ |
| <input type="checkbox"/> | Scale of Plan (minimum 1"=50', 1"=30' desired). | _____ | _____ |

MINIMUM SITE PLAN INFORMATION

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | North Arrow. | _____ | _____ |
| <input type="checkbox"/> | Adjacent property owners names, deed reference and zoning. | _____ | _____ |
| <input type="checkbox"/> | Bearings and distances of property lines. | _____ | _____ |
| <input type="checkbox"/> | Existing and/or future roads, including road name, right of way width paving width and paving section. | _____ | _____ |
| <input type="checkbox"/> | Area of lot or parcel and all setbacks (front, side and rear). | _____ | _____ |
| <input type="checkbox"/> | Existing and proposed contours at 2' intervals extending a minimum of 5' beyond the property lines with final spot elevations at all four corners of the proposed buildings. | _____ | _____ |
| <input type="checkbox"/> | Locations and dimensions of all existing and/or proposed buildings or structures on site, including height, minimum lowest cellar (BF), top of foundation elevation (TF), and finished first floor elevation (FF), and | | |
| <input type="checkbox"/> | Drainage area map, including off site topography and features if necessary; storm water management, sediment control and storm drainage computations; profiles and details including 100-year flood plain limits, if any with metes and bounds descriptions of easements as necessary. (Refer to DPW Storm Water Management Checklist for additional requirements). | _____ | _____ |
| <input type="checkbox"/> | Proposed drainage conveyances (i.e., swales or pipes) including 10-year post-developed runoff computations, profiles and typical sections. Include lot to lot drainage. | _____ | _____ |
| <input type="checkbox"/> | Proposed water and sewer mains and house connections including profiles and location and details of sanitary sewer cleanout and water meter. Include street repair (milling & overlay). | _____ | _____ |
| <input type="checkbox"/> | Water and sewer notes and specifications as applicable. | _____ | _____ |
| <input type="checkbox"/> | Any easement or rights-of-way over the property, including existing or proposed utilities (water, sewer, storm drainage, gas, electric, cable TV, telephone, etc.) Any proposed easements will require submittal of a separate plat and/or metes and bounds description for approval. | _____ | _____ |

SITE PLAN DEVELOPMENT CHECKLIST

Consultant's Initial Submission		Rockville's Review	
		1st	2nd
<input type="checkbox"/>	Existing water and sewer mains, storm drains, gas mains, telephone or electric conduits, cables or poles (identified by number).	_____	_____
<input type="checkbox"/>	Locations and dimensions of all existing and/or proposed buildings or structures on site, including height, minimum (lowest) cellar or finished floor elevation and proposed use.	_____	_____
<input type="checkbox"/>	Proposed sidewalk and parking areas including paving section and dimensions.	_____	_____
<input type="checkbox"/>	Entrance details onto roadways including reference to standard details, etc.	_____	_____
<input type="checkbox"/>	Details of landscaping.	_____	_____
<input type="checkbox"/>	Location and details of proposed fencing or accessory structures.	_____	_____
<input type="checkbox"/>	Vicinity map (Scale 1" = 2,000').	_____	_____
<input type="checkbox"/>	Details, computations and profiles, if required, of public water and sewer facilities.	_____	_____
<input type="checkbox"/>	All sheets in the set to be 24" x 36" and numbered (1 of 5, 2 of 5, etc.).	_____	_____
OTHER			
<input type="checkbox"/>	Submit sediment control and stormwater management plans and applications for review and approval by DPW. Contact DPW to determine specific requirements.	_____	_____

SITE PLAN DEVELOPMENT CHECKLIST

ADDITIONAL REQUIREMENTS

COMMENTS

All items that are applicable to the plans being submitted for review should be checked ☒ in the left-hand column labeled "Consultant's Initial Submission." Items that do not apply should be indicated (N/A). Items that do apply but are not checked must be explained. Attach a separate sheet of paper, if necessary.

Date

Name of Engineering Firm

Signature of Responsible Person

Type or Print Name

WebDoc 9/19/2005

Title